

Assistant Athletic Director/Activities Director

DEPARTMENT:	Athletics	REPORTS TO:	Athletic Director
WORK SCHEDULE:	12 months	COMPENSATION:	Administrator Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Exempt

Position Description

Manage athletic scheduling and transportation for athletic teams. Support operations of district athletics department and up to 125 athletic coaches across 25 athletic programs. Handle state athletic association compliance and coach and athlete certification. Serve as activities director for 60+ clubs. Act as an official representative of the district and develop partnerships with key stakeholders. Interactions involve understanding needs and gathering information to support strategic decisions.

Task Title	Essential Job Functions	Percent of Time Spent
Support of District Athletics Department	<ul style="list-style-type: none"> • Manage athletics scheduling. • Manage athletics transportation. • Support daily operations of the Athletics Department. • Maintain accurate records and file reports in a timely manner for student and coach certification. • Ensure that the athletic programs comply with Missouri State High School Athletic Associations(MSHSAA) regulations and district policies and guidelines and maintain student athletic files on eligibility, physical exams, tobacco and drug usage, sportsmanship pledges, and academic standings as required. • Demonstrate positive interpersonal and customer service relationships with students, staff, and parents and engage as a contributing member of the Kirkwood schools' community, promoting school spirit. 	60%
Leadership and Professional Support of Club Personnel and Coaches	<ul style="list-style-type: none"> • Supervise and evaluate club activities personnel. • Responsible for the interviewing, hiring, and dismissal of club activities personnel. • Support athletic coach professional development and certification. • Demonstrate concern regarding the safety and welfare of student athletes and activities participants. • Support staff, players, and activities participants by exhibiting a self-directed commitment to a successful program. • Support coaches to ensure that teams perform to maximum skill level of individual players, are prepared to be familiar with offensive and defensive plays and strategies of opponents, and exhibit a purpose with clear goals and direction. • Support coaches and activities staff in being positive role models for programs, develop and maintain student interest in programs, maintain neat and orderly athletic and activities 	20%

Task Title	Essential Job Functions	Percent of Time Spent
	areas and consistently good condition of team and activities equipment and uniforms.	
Activities Direction	<ul style="list-style-type: none"> Manage all aspects of clubs and activities. 	20%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Applicable athletic and activities department including Athletic Contests
- **Supervisory Activities:** Budgeting, Developing or coaching, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Scheduling, Terminating, Training
- **Budget Signing Authority:** Activities department
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education:** Bachelor's Degree (B.A., B.S., B.S.N., etc.)
- **Licensure:** Missouri state teaching license or provisional certification
- **Previous Work-Related Experience:** 1–3 years
- Valid Missouri Driver's License

Preferred

- **Education:** Degree in physical education or health
- **Certification:** Certified Athletic Administrator (CAA), First Aid/CPR/AED
- Three or more years of experience in athletics

Knowledge & Skills

Knowledge

- **Basic:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
- **Intermediate:**
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.

- Law/government: Relevant local, state, and national laws, government, and Missouri State High School Athletic Associations(MSHSAA) regulations including KSD Board of Education policy
- Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Advanced:**
 - Administrative: Administrative and office procedures, functions and basic office tasks

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Critical Thinking, Speaking, Time Management
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Active Listening, Financial Management, Management of Material Resources, Management of Personnel Resources, Monitoring
- **Occasionally (Up to 2.5 hours or 32% of the day):** Active Learning, Complex Problem Solving, Coordination, Equipment Maintenance, Instructing, Judgement/Decision Making, Negotiating, Operation and Control, Persuasion, Reading Comprehension, Service Orientation, Social Perceptiveness, Systems Analysis, Systems Evaluation, Writing
- **Rarely (Less than 1 hour or 12% of the day):** Equipment Selection, Installation, Learning Strategies, Mathematics, Operation Monitoring, Technology Design, Troubleshooting

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Color Vision, Finger Dexterity, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Carrying/Lifting, Walking
- **Rarely (Less than 1 hour or 12% of the day):** Climbing, Crawling, Crouching/Kneeling

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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